

Minimum Qualification Specifications
for the Class:

ENERGY PROGRAM ADMINISTRATOR

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the General or Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: One and one-half (1-1/2) years of professional or other experience as an analyst, staff specialist, manager or other comparable position in a private or public agency which demonstrated the possession and application of knowledge of statistical research and analysis on economic and related business topics; the ability to participate actively in the development of plans which involved the integration and coordination of activities, other plans or actions of various component parts of programs of the organization; and the ability to recommend appropriate management actions or policies based on such activities. Examples of fields in which such experience may have been gained are industrial economics, finance, public planning, marketing research or development or statistical research as it applies to governmental or business operations.

Specialized Experience: Three (3) years of responsible professional experience which demonstrated the ability to apply principles and work methodologies in: (1) the development or utilization of such energy resources as solar, wind, hydropower, biomass, or geothermal energy; (2) broad scale energy conservation and energy management; (3) energy economics which included analysis of supply and demand; or, (4) analytic work involving ascertaining the costs and benefits associated with one or more energy systems, identifying program alternatives and recommending courses of action to management.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: One (1) year of administrative experience which involved active participation in and major responsibility for managing projects or a major program involving: (1) research and development; (2) professional engineering; (3) scientific investigation; (4) economic analysis; or (5) program evaluation. Such experience must have been of the quality that required the applicant to be responsible for planning, organizing, coordinating, budgeting for, and directing the work of a group of project team members or several professional subordinates, and being held accountable for project or program results.

Substitutions Allowed

1. In addition to meeting the Basic Education/Experience Requirements, satisfactory completion of all academic requirements for a bachelor's degree with a major (or the equivalent credit hours) in economics, business or public administration, public planning, business statistics, marketing, finance, or a related field may be substituted for one-half (1/2) year of General Experience.
2. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in economics, business or public administration, marketing, business statistical research, public planning, finance or related fields may be substituted for the General Experience required.
3. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in the fields mentioned under (1) above which included further specialization (e.g., completion of thesis research and thesis) in the economics of fossil-fuel energy and pertinent federal laws, rules and regulations may be substituted for all of the required General Experience and one-half (1/2) year of the required Specialized Experience.

4. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in engineering or any of the physical or biological sciences may be substituted for one-half (1/2) year of the required General Experience and one (1) year of the required Specialized Experience.
5. Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class ENERGY PROGRAM ADMINISTRATOR, which were approved on June 14, 1982.

Date Approved: 11/29/14

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